

Office of Planning

www.planning.dc.gov

| Description | FY 2003 Approved | FY 2004 Proposed | % Change |
|------------------|------------------|------------------|----------|
| Operating Budget | \$7,158,388 | \$6,812,575 | -4.8 |

The mission of the Office of Planning (OP) is to provide planning and information services that strategically guide the preservation, revitalization, and development of the Nation's Capital so citizens can participate in a fair and balanced process involving the broadest range of stakeholders.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Promote neighborhood revitalization and preservation for increased physical, economic, and social equity by updating 100 percent of the Strategic Neighborhood Action Plans (SNAPs) by October 2004.
- Promote the revitalization of downtown and

waterfront areas for all District residents by supporting the Mayor's downtown housing, Main Street, and waterfront goals by advocating 9,100 units of downtown housing by 2010, supporting the identification of five new Main Street designations in 2004, and developing a framework plan for the Anacostia waterfront by 2004.

- Promote an efficient, balanced, and inclusive land use regulatory process by continuing to use mediation services to help resolve land use disputes and reviewing 60 major zoning cases in FY 2004 and FY 2005.
- Ensure preservation and promotion of historic assets by annually increasing the number of designated historic properties, expanding outreach efforts, and ensuring effective protection of historic properties.
- Expand outreach, education, and communications to better inform and involve citizens by posting plans and zoning reports on the Office of Planning's website within 30 days of issuance.

Did you know...

| | |
|--|--|
| Telephone | (202) 442-7600 |
| Strategic Neighborhood Action Plans completed and published in FY 2002 | 39 (one for each neighborhood cluster) |
| Historic preservation cases processed in FY 2002 | 4,049 (a 47 percent increase over FY 2001) |
| Maps created to support the electoral process | 323 (one for each Advisory Commissioner and each Single Member District) |

- Strengthen the agency's intergovernmental role to ensure effective planning by submitting Comprehensive Plan amendments in 2005.
- Enhance the agency's effectiveness as the principal source of spatial information for planning the future of the District by ensuring that 60 percent of customers in FY 2004 (70 percent in FY 2005) report that they have the information they need to fulfill their roles in this process.
- A decrease of \$426,434 in nonpersonal services to support the personal services increase in FY 2004.
- An increase of .10 FTE in Local funds to correct the FTE count inadvertently reduced in the agency's data load.
- A decrease of \$444,495 in personal services reflecting gap-closing measures for FY 2004.
- A decrease of \$120,000 in nonpersonal services reflecting gap-closing measures for FY 2004.

Gross Funds

The proposed budget is \$6,812,575, a decrease of 4.8 percent from the FY 2003 budget of \$7,158,388. There are 67 total FTEs for the agency, representing no change from FY 2003.

General Fund

Local Funds. The proposed budget is \$6,362,575, a decrease of \$240,306 from the FY 2003 approved budget of \$6,602,881. There are 64 FTEs funded by Local sources, representing no change from FY 2003.

Changes from the FY 2003 approved budget are:

- An increase of \$426,434 in personal services to fund grade and step increases and accurately reflect salaries based on the revised Schedule A.

Federal Funds

The proposed budget is \$450,000, a decrease of \$105,507 from the FY 2003 approved budget of \$555,507.

There are three FTEs funded by Federal sources, representing no change from FY 2003.

Changes from the FY 2003 approved budget are:

- An increase of \$26,842 in personal services to fund grade and step increases.
- A decrease of \$132,349 due primarily to the agency's estimation that half of each annual grant awarded by the National Park Service will be spent in FY 2004.

Where the Money Comes From

Table BD0-1 shows the sources of funding for the Office of Planning.

Table BD0-1

FY 2004 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

| | Actual FY 2001 | Actual FY 2002 | Approved FY 2003 | Proposed FY 2004 | Change From FY 2003 | Percent Change |
|------------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------------|-------------------|
| Local Fund | 0 | 0 | 6,603 | 6,363 | -240 | -3.6 |
| Total for General Fund | 0 | 0 | 6,603 | 6,363 | -240 | -3.6 |
| Federal Grant | 0 | 0 | 556 | 450 | -106 | -19.0 |
| Total for Federal Resources | 0 | 0 | 556 | 450 | -106 | -19.0 |
| Gross Funds | 0 | 0 | 7,158 | 6,813 | -346 | -4.8 |

How the Money is Allocated

Tables BD0-2 and 3 show the FY 2004 proposed budget for the agency at the Comptroller Source Group level (Object Class level) and FTEs by fund type.

Table BD0-2

FY 2004 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

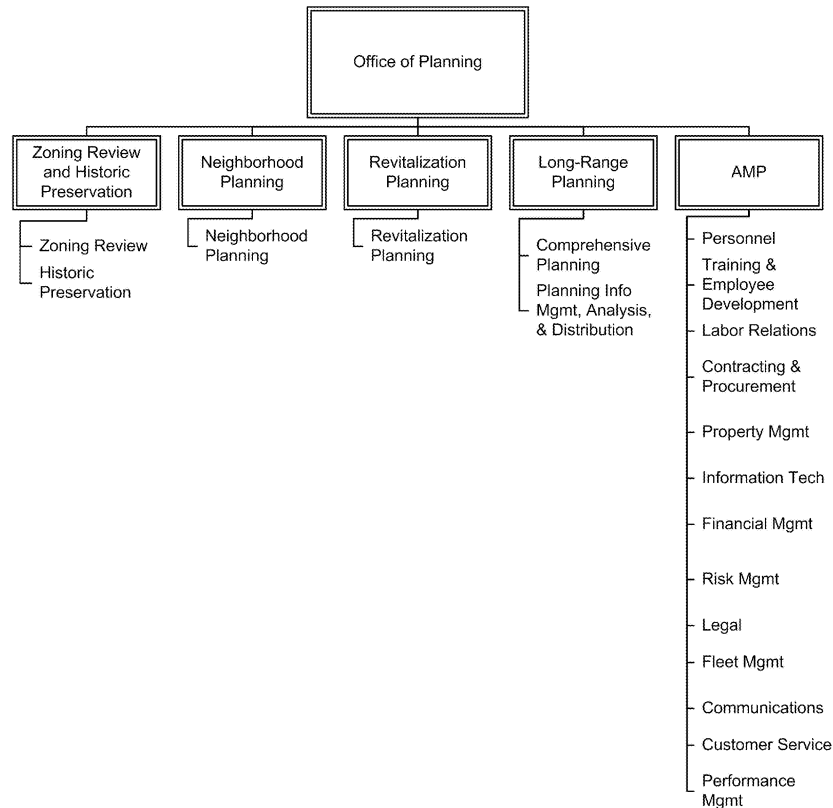
| | Actual FY 2001 | Actual FY 2002 | Approved FY 2003 | Proposed FY 2004 | Change from FY 2003 | Percent Change |
|--|-------------------|-------------------|---------------------|---------------------|---------------------------|-------------------|
| 11 Regular Pay - Cont FullTime | 0 | 0 | 4,143 | 4,196 | 53 | 1.3 |
| 12 Regular Pay - Other | 0 | 0 | 93 | 0 | -93 | -100.0 |
| 14 Fringe Benefits - Curr Personnel | 0 | 0 | 569 | 618 | 49 | 8.6 |
| Subtotal Personal Services (PS) | 0 | 0 | 4,805 | 4,814 | 9 | 0.2 |
| 20 Supplies and Materials | 0 | 0 | 53 | 51 | -2 | -3.8 |
| 30 Energy, Comm. and Bldg Rentals | 0 | 0 | 34 | 0 | -34 | -100.0 |
| 31 Telephone, Telegraph, Telegram, Etc | 0 | 0 | 9 | 73 | 63 | 688.7 |
| 32 Rentals - Land and Structures | 0 | 0 | 670 | 1,015 | 345 | 51.4 |
| 40 Other Services and Charges | 0 | 0 | 227 | 247 | 20 | 8.6 |
| 41 Contractual Services - Other | 0 | 0 | 1,224 | 493 | -731 | -59.7 |
| 70 Equipment & Equipment Rental | 0 | 0 | 136 | 120 | -16 | -11.8 |
| Subtotal Nonpersonal Services (NPS) | 0 | 0 | 2,353 | 1,999 | -355 | -15.1 |
| Total Proposed Operating Budget | 0 | 0 | 7,158 | 6,813 | -346 | -4.8 |

Table BD0-3

FY 2004 Full-Time Equivalent Employment Levels

| | Actual FY 2001 | Actual FY 2002 | Approved FY 2003 | Proposed FY 2004 | Change from FY 2003 | Percent Change |
|------------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------------|-------------------|
| General Fund | | | | | | |
| Local Fund | 0 | 0 | 64 | 64 | 0 | 0.0 |
| Total for General Fund | 0 | 0 | 64 | 64 | 0 | 0.0 |
| Federal Resources | | | | | | |
| Federal Grant | 0 | 0 | 3 | 3 | 0 | 0.0 |
| Total for Federal Resources | 0 | 0 | 3 | 3 | 0 | 0.0 |
| Total Proposed FTEs | 0 | 0 | 67 | 67 | 0 | 0.0 |

Figure BD0-1
Office of Planning



Programs

The Office of Planning is committed to the following programs:

Zoning Review and Historic Preservation

| | FY 2003* | FY 2004 |
|--------|-------------|-------------|
| Budget | \$2,371,966 | \$2,180,920 |
| FTEs | 26 | 26 |

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Zoning Review and Historic Preservation** program primarily supports the Citywide Strategic Priority area of Making Government Work. This program serves two purposes. First, the Zoning Review component provides expert recommendation, assistance, and facilitation services to other government agencies, boards, commissions, developers and citizens so they can

make informed and educated decisions on zoning proposals, development projects and permit applications.

Second, Historic Preservation component provides historic preservation expertise, regulatory enforcement, and financial assistance services to other government agencies, boards, and citizens so they can make informed and educated decisions on development projects and permit applications that will result in the appreciation, preservation and enhancement of historic properties.

Key initiatives associated with the Zoning Review and Historic Preservation program are:

- Provide analysis for important Zoning Commission, Board of Zoning Adjustment, and Historic Preservation Review Board efforts.
- Initiate necessary zoning changes to implement small area plans and the Comprehensive Plan.

- Review Environmental Impact Screenings, large tract reviews, antenna and roof structure plans, and criteria for transfers of development rights.
- Certify compliance with the Downtown Development District.
- Initiate Historic Preservation Grant projects for community-based historic preservation projects.
- Review all applications for construction, demolition and rehabilitation of buildings within historic districts.
- Certify compliance with the Tax Reform Act, section 106 of the National Historic Preservation Act, and historic Transfers of Development Rights regulations.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 1: Zoning Review and Historic Preservation

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Ellen McCarthy

Supervisor(s): Andrew Altman, Director

Measure 1.1: Percent of OP reports that meet the expectations of boards/commissions

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | 80 | 85 |
| Actual | - | - |

Measure 1.2: Increase the number of designated historic properties

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | 6 | 6 |
| Actual | - | - |

Neighborhood Planning

| | FY 2003* | FY 2004 |
|--------|-------------|-----------|
| Budget | \$1,169,615 | \$587,507 |
| FTEs | 12 | 10 |

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Neighborhood Planning** program primarily supports the Citywide Strategic Priority areas of Making Government Work, Enhancing Unity of Purpose and Democracy, and Building Sustainable Neighborhoods. The purpose of the Neighborhood Planning program is to provide strategic and neighborhood action plan development, update, and coordination services to D.C. citizens, neighborhood stakeholders, and other agencies so they can participate in the development of citizen-initiated neighborhood priorities.

In FY 2001, the Neighborhood Planning program began with an extensive community engagement process, conducting visioning workshops and citizen steering committee meetings in each of the 39 neighborhood clusters. In FY 2002, OP worked with the City Administrator's office and all agencies of the District government to align citizen priorities with agency budget commitments. The result was the publication of 39 SNAP plans. The program will provide updates to citizens on a biennial basis.

Key initiatives associated with the Neighborhood Planning program are:

- Develop Neighborhood Strategic Development plans to support the Strategic Neighborhood Investment Program.
- Create one Small Area Plan in every ward.
- Track and implement OP action items identified in the SNAP plans.
- Provide planning expertise for the Mayor's Neighborhood Service Initiative.
- Provide updates to citizens as part of the Strategic Neighborhood Action Plans and the Mayor's Citizen Summit.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 2: Neighborhood Planning

Citywide Strategic Priority Area(s): Making

Government Work

Manager(s): Toni Griffin

Supervisor(s): Andrew Altman, Director

Measure 2.1: Percent of identified cluster stakeholders who participated in SNAP and neighborhood planning processes

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | 50 | 50 |
| Actual | - | - |

Revitalization Planning

| | FY 2003* | FY 2004 |
|--------|-----------|-------------|
| Budget | \$908,726 | \$1,111,543 |
| FTEs | 11 | 11 |

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Revitalization Planning** program primarily supports the Citywide Strategic Priority area of Promoting Economic Development. The purpose of the Revitalization Planning program is to provide downtown, waterfront, transit-oriented development (TOD), and neighborhood commercial revitalization planning services to D.C. citizens, neighborhood stakeholders, and federal and District agencies so they can have strategic framework plans that promote short and long term revitalization and economic development goals for neighborhoods and the city overall.

In FY 2001, OP began major planning initiatives downtown, along the Anacostia Waterfront, and neighborhood commercial corridors. In FY 2002, OP completed significant milestones in these areas including: the release of the Wax Museum, Mather Building, Franklin School and existing Convention Center site requests for proposals; initiation of the H Street commercial corridor study; publication of the Mayor's Transit-oriented development task force report and design guidelines manual for residents; and the completion of draft plans for the Anacostia Waterfront Initiative, including the Framework Plan, Reservation 13, and the

Southwest Waterfront. OP also is in the process of initiating the master planning process for the St. Elizabeths Campus.

Key initiatives associated with the Revitalization Planning program are:

- Develop and implement a vision and plan for the Anacostia Waterfront Initiative and its target neighborhoods.
- Further the goals of the Mayor's Transit Oriented Development (TOD) strategy through the development of TOD policies, land use planning and zoning, and community education and outreach.
- Participate in commercial revitalization initiatives throughout the city by developing strategic revitalization plans in targeted neighborhood commercial areas.
- Further the goals of the Mayor's Downtown Action Agenda by promoting residential development and disposition of publicly owned sites for preferred uses.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 3: Revitalization Planning

Citywide Strategic Priority Area(s): Promoting

Economic Development

Manager(s): Toni Griffin

Supervisor(s): Andrew Altman, Director

Measure 3.1: Percent of strategic framework plan implementation items completed by the end of the fiscal year (take a snapshot on 9/30 each year)

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | 25 | 25 |
| Actual | - | - |

Long-Range Planning

| | FY 2003* | FY 2004 |
|--------|-----------|-----------|
| Budget | \$875,930 | \$683,533 |
| FTEs | 10 | 10 |

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Long-Range Planning** program supports multiple priorities identified in the Citywide Strategic Plan, including, *Building Sustainable Neighborhoods, Promoting Economic Development, Making Government Work and Strengthening Children, Youth, Families and Elders*. This scope is extensive in large part because the District's Comprehensive Plan (one of the services provided by the Comprehensive Planning activity) provides long-range policy and planning guidance in all of these areas. It also reflects the key analytical support services provided by this program to all of the other agency programs.

The purpose of the Long-Range Planning program is to provide data, analysis, information, and long-range planning services to OP staff, neighborhood stakeholders, citizens, businesses, other D.C. and federal agencies, and other decision makers of the District so they can have the information needed to plan, develop, and preserve the city. The data, mapping, and analytical services provided by this program are essential to the effectiveness of the agency's other programs.

Key initiatives associated with the Long-Range Planning program are:

- Updating the District elements of the Comprehensive Plan.
- Assisting to resolve land use disputes across the city.
- Playing a leadership role with the D.C. Geographic Information Systems (GIS) Steering Committee and the Office of the Chief Technology Officer to make high-quality mapping, analysis, and spatial information about the District accessible to everyone.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 4: Long-Range Planning

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): TBD

Supervisor(s): Andrew Altman, Director

Measure 4.1: Percentage of customers who report they have the key information they need to fulfill their role in planning the city

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | 60 | 70 |
| Actual | - | - |

Measure 4.2: Percentage increase in projects addressing the land use element policies in the Comprehensive Plan

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | 20 | 20 |
| Actual | - | - |

Agency Management

| | FY 2003* | FY 2004 |
|--------|-------------|-------------|
| Budget | \$1,832,151 | \$2,249,072 |
| FTEs | 9 | 9 |

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Agency Management** program provides the operational support to the agency so it has the necessary tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency Management program can be found in the Strategic Budgeting chapter.

Key Result Measures

Program 5: Agency Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): David King

Supervisor(s): Andrew Altman, Director

Measure 5.1: Dollars saved by agency-based labor management partnership project(s)

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | - | - |
| Actual | - | - |

Note: Agencies are establishing their cost-saving projects during the second-third quarters of FY 2003.

Measure 5.2: Percent of OP activities with long-range IT plans

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | 95 | 95 |
| Actual | - | - |

Measure 5.3: Percent variance of estimate to actual expenditure

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | 5 | 5 |
| Actual | - | - |

Measure 5.4: Percent reduction of employee lost work-day injury cases OP-wide as compared to FY 2003 baseline data (baseline data will be compiled during the fiscal year)

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | -10 | -10 |
| Actual | - | - |

Measure 5.5: Rating of 4-5 on all four telephone service quality criteria: 1) Courtesy, 2) Knowledge, 3) Etiquette and 4) Overall Impression

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | 4 | 4 |
| Actual | - | - |

Measure 5.6: Percent of Key Result Measures achieved

| | Fiscal Year | |
|--------|-------------|------|
| | 2004 | 2005 |
| Target | 70 | 70 |
| Actual | - | - |